

VILLAGE OF FRIENDSHIP HEIGHTS

VILLAGE COUNCIL

MELANIE ROSE WHITE, *Mayor*
MICHAEL MEZEY, *Chairman*
BRUCE R. PIRNIE, *Vice Chairman*
ALFRED MULLER, M.D., *Secretary*
PAULA DURBIN, *Treasurer*
MICHAEL J. DORSEY, *Parliamentarian*
CAROLINA ZUMARAN-JONES, *Historian*
JULIAN P. MANSFIELD, *Village Manager*

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Job Description

ASSISTANT VILLAGE MANAGER

General Function

The Assistant Village Manager is responsible for assisting the Village Manager (or substituting in the Village Manager's absence) in the administration and implementation of all policies, decisions, and public notifications as directed by the Council, with coordination through its executive officer, the Mayor.

Specific duties include, but are not limited to, the following:

1. Assisting the Village Manager in executing resolutions and directives of the Council and implementing Council policies.
2. Attending meetings of the Council, meetings of the Council Committees, and other community meetings as required.
3. Assisting the Village Manager in supervising all staff and Village Center volunteers.
4. Advising and assisting the Council on Village financial issues: Assisting with production of monthly Treasurer's Report; preparing draft Village budget recommendations for the Treasurer with assistance of Village staff and contractors; executing the budget as adopted keeping appropriations within budget limitations; coordinating/facilitating annual Village audit.
5. Providing information technology (IT) support for office network and website content; advising and assisting the Council in securing technical and consulting services and bidding; purchasing materials, supplies and equipment for which funds are approved.
6. Assisting in representing the Village Council in communication with County, State and intergovernmental agencies or commissions on issues of importance to the Village.

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7. Preparing and submitting reports as the Council may require.
8. Investigating issues concerning Village facilities and services, taking appropriate remedial action as needed.
9. Substituting for the Village Manager in his/her absence.
10. Inspecting Village parks and grounds periodically and reporting to Village Manager any issues to address.
11. Assuming such special responsibility as the Village Manager shall direct.

The Personnel Policies and Procedures and any other directives or guidelines established by the Council are incorporated herein by reference.